

Privacy Notice: Registration for an outreach event at Oxford Materials

In the course of completing this registration form, you have provided information about yourself ('personal data'), or as a parent/legal guardian of the person under the age of 18. We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

How we use your data

We will use your data to process your application to participate in the outreach event at the Department of Materials, University of Oxford, for evaluation purposes, and to request feedback via an online survey after the event. We need to process your data for these purposes to fulfil a task that we carry out in the public interest (i.e. running events to promote access to Higher Education) and to meet our legitimate interests in promoting Materials Science and applications to Higher Education.

We may also ask you to provide us with sensitive information (special category data) about yourself. This includes medical information or accessibility requirements. This information will only be used to ensure the health and safety of event participants and will only be shared in an emergency, for example with first aiders or medical staff. We will obtain your explicit consent to process such data at the time of collection and it will be deleted within 3 weeks of the event.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University and its Colleges will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We will add some of your data to the Higher Education Access Tracker database (HEAT, www.heat.ac.uk), which we use to record information about our outreach activities and those who take part in them. HEAT is a shared database used by a variety of organisations to identify which activities are most helpful in preparing students for higher education and progressing to employment.

Users include the University, its colleges, student organisations, educational charities, and relevant public bodies (e.g. UCAS). The data added to HEAT comprises your personal details (name, gender, date of birth, postcode, and school) and the events or activities in which you have participated. You can read further details about how your data on HEAT is used here:

<http://www.ox.ac.uk/admissions/undergraduate/increasing-access/heatprivacynotice>

Security

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website:

<https://www.infosec.ox.ac.uk/>.

Where we store and use your data

We store and use your data on University premises in manual and electronic form.

Your rights

Information on your rights in relation to your personal data are explained [here](#).

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at schools.liaison@materials.ox.ac.uk.